

Job Description



Job Title: AV Sales & Install
Department: Installation
Last Revision Date: 6/15/2026

SUMMARY

This position requires a highly motivated, detail-oriented individual with a good work ethic and desire for advancement. HB is a small company that will work to bring out your best skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including, but not limited to the following:

- Perform comprehensive, onsite audiovisual equipment installation for our clients, including low voltage wiring, trim-out, equipment rack setup, LCD, projectors and projection systems, media rooms, audio hardware and speakers, control systems, and some programming, based upon experience
- Perform cable pull paths, diagnosis structural/room interior for efficient and optimum installations, crimp and terminate audio and video cables
- Maintain daily communication with senior systems engineer, project manager, and installation manager on status of project and task lists
- Interact effectively with customers, vendors, operational teams and other departments
- Travel to off-site clients as part of system installation and/or repair, as required
- Participate in industry training sessions, seminars, and conventions, as required
- Maintain professional work appearance and outstanding customer interaction
- Troubleshooting issues to bring problem to resolution
- Provide technical training to clients, as necessary
- Work with other departments to ensure company goals are accomplished, including daily operational meetings
- Design A/V systems based on conditions found in existing buildings and/or based on plans for new construction buildings
- Service A/V systems in various commercial settings
- Present and sell A/V systems to end-users in commercial settings

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of commercial sound, video, lighting, projection systems, corporate conference rooms, video conferencing, and security systems
- Above average computer literacy in Windows-based operating systems
- Ability to trouble-shoot audio, video, and control systems required
- Possess excellent communication skills; both verbal and written
- Ability to work under deadlines and complete projects in a multi-tasking environment
- Motivated, self-starter
- A/V system design
- Experience with analog & digital audio/video components

- Familiarity with computer and networking technologies
- Willingness to complete manufacturer education courses related to products we carry
- Experience in Crestron programming is preferred but not required

EDUCATION and/or EXPERIENCE

Minimum five years experience in audio/visual installation, service and/or sales, or ability to demonstrate knowledge of audio/visual installation, service and/or sales.

SUPERVISORY RESPONSIBILITIES

You will be required to supervise on-site installation crews and advise them throughout the course of installation. These installation crews will report directly to the installation & service coordinator, however, you will act as a guide on-site and the final authority for actions taken throughout the course of an installation under your supervision.

LANGUAGE SKILLS

Exceptional written and verbal communication skills required. Ability to prepare reports, develop documented processes and procedures, and communicate training material effectively.

MATHEMATICAL SKILLS

Ability to calculate electronics-related figures.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid driver's license with a clean driving record. Must qualify for MN Power Limited Technician (PLT) license if not a license holder already, preference will be given to individuals with a MN PLT license. MN PLT license must be acquired within 6,500 working hours with HB.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Travel is required in the position via airplane and car.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and smell. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, climb ladders, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMPENSATION

Compensation for this position will range from \$28-38/hour, DOE. HB offers excellent health (vision, dental) insurance, 401k, paid sick time, paid vacation.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of HB Sound & Light. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.